



## ELECTRONIC BASED STATIC ARCHIVES MANAGEMENT AT BENGKULU UNIVERSITY ARCHIVES UPT

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### A B S T R A C T

*Objective in study is for \_ analyze Management files Static Based Electronics at UPT Archives Bengkulu University . Study This use method qualitative . Informant in study This is everyone involved \_ in Archival Management at UPT Archives Bengkulu University taken with method snowball sampling. Data analysis on study use technique analysis inductive consists from four channel activities, namely : data collection , data analysis overall , display data and conclusion . Results study show that management files static in UPT Archives Bengkulu University already based electronic but Not yet maximum , this because UPT Archives Not yet own application . As for conclusion based on aspects research , Acquisition files static Not yet based electronic because of work units deliver files Still shaped paper , Maintenance And arrangement files static in UPT Archives Already based electronic however not optimal due to the base used Still based electronic Not yet based application , description And publishing files static based electronics at UPT Archives Not yet walk with Good because constrained by human resources and facilities And infrastructure as well as insufficient funding \_ This very influence the description process And publishing archives , and service reference files static based electronics at UPT Archives Not yet walk with Good This because of trained human resources about record management Still not enough .*



## INTRODUCTION

Each organization will create records known as archives that can be used to show the history of the organization. Archives serve as an impartial source of knowledge on a variety of topics, including economics, politics, social affairs, culture, economics, technology and science. Archives are also records of activities or events related to the diversity of life in society, nation and state. Apart from functioning as a memory store and monitoring tool, archives can be used to study historical failures and successes so that they can be used as a guide to advance the country in the future. Archives from all types of media function as collective memory that can increase nationalism and show the identity of the Indonesian nation. Archives are very important in the activities of any organization. Considering the importance of archives, regulations are needed to ensure the smooth running of archive management activities. The field of archives is one aspect of secretarial or administrative work in an organization.

Advances in technology, knowledge and communication within Indonesia itself have progressed from year to year. According to Ahmad, et al. (2013), one of the initiatives taken by the Indonesian government in using information and communication technology is creating E- Government, which supports the idea that the use of technology is growing day by day. E Government, namely using technology, information and communication in the public sector. The main goal is to make public services more accessible and transparent and increase the effectiveness and efficiency of government administration. Activities related to collection, grouping, storage, retrieval, shrinkage and destruction are included in archives administration. Static archives, in Rusidi's opinion (2010: 1), are archives that can still be managed or preserved based on the use value they still have even though they are not used directly in national and state life activities in general and for managing state administration in everyday life. Then, according to Archives Law

Number 43 of 2009, static collections are archives created by archive creators because they still have historical use values, with the condition that they are permanent. These characteristics have been directly or indirectly confirmed by the archival institution, namely ANRI. Due to the many problems associated with paper-based records management, electronic media has become the right choice. Digital media is new media according to the archival definition. Because most of the records obtained are paper records, otherwise known as standard or conventional records, basically requiring storage space with a large capacity, records that are created every day undoubtedly require media that can handle large amounts of records. Information and communication can be used to manage static archives as a result of technological advances. In order for electronic-based records management in institutions or organizations to be implemented effectively and efficiently, several aspects must be supported, including Human Resources (HR), Facilities, and SOPs (Standard Operating Procedures), as well as the Performance of Archives Officers involved in maintaining static-based records. To be a good archivist, someone must have these four characteristics: accuracy, thoroughness, dexterity, and neatness. Archive recording officers have education in the field of archives and archival training, which helps them become competent.

## MATERIALS AND METHODS

This type of research is exploratory evaluative, while the method used is descriptive qualitative.

The selection of informants in this research used the snowball sampling technique. According to Poerwandari (2007: 44), qualitative research produces and organizes descriptive data, including interview transcripts, field notes, drawings, photos, video recordings and other materials.

Data analysis in this research was descriptive qualitative, which began by conducting in-depth interviews with informants and continued by writing the



results of the interviews into transcripts, then the researcher carried out data reduction by means of abstraction, namely taking the data contained in it. appropriate to the research context and ignore data that is not needed.

## RESULTS AND DISCUSSION

Based on interviews, observations and documentation, the management of electronic-based static archives at the UPT Archives, Bengkulu University has been going well but is not yet optimal, because it can be seen in terms of the dimensions of acquisition/retrieval of static archives, maintenance and arrangement of static archives, description and publication of static archives, and service. static archive reference.

### 1. Acquisition/Withdrawal of Electronic Based Static Records

The results of research on the acquisition/withdrawal of static archives at the UPT Archives of Bengkulu University are not yet electronic-based.

Acquisition/Withdrawal (including strategic acquisition, archive tracing), acquisition is an activity in the context of expanding the number of archival collections carried out by an archival institution. Implementation can take the form of receiving archives from agencies/institutions/individuals or withdrawing archives from institutions/agencies/individuals.

Saransi (2014: 103-107), Sukoco (2006), one of the techniques used when transferring documents is through a scanning process. Scanning is the process of scanning paper or creating image data from the transfer results that can be stored on a computer.

From interviews conducted with informants 1, 2 and 3, observations and documentation carried out by researchers, the archive acquisition/retrieval process, namely, work units submitted archives in paper form to the UPT Archives of Bengkulu University which had not been scanned. So the archive acquisition/retrieval process is not effective and efficient. Bengkulu University Archives UPT also does not yet have a

digital application that can simplify the acquisition/retrieval process of static archives.

National Archives Regulation of the Republic of Indonesia Number 6 of 2021 concerning Electronic Archives Management is: Electronic Archives Management, hereinafter abbreviated as PAE, is the process of controlling Electronic Archives effectively, efficiently and systematically which includes creation, receipt, use, storage, maintenance, transfer of media, depreciation, acquisition, description, processing, preservation, access and utilization. Electronic archives are archives that are created, namely created and received in electronic format or archives resulting from media transfer.

From the results of interviews, observations and documentation, UPT Archives officers in the acquisition /withdrawal process create a letter or minutes of archive handover signed by both parties. From the 2022 report, the acquisition activities targeted by UPT Archives have not been 100% achieved. UPT Archives targets acquisition/withdrawal to be carried out by 8 work units within Bengkulu University. In reality, only 4 work units carry it out, meaning the achievement is only 50%. This is due to a lack of awareness among work units to store archives at the Archives UPT. This has been explained in Law Number 43 of 2009 concerning Archives.

The acquisition/withdrawal of archives from creators of archives that are not yet electronically based is influenced by several factors, namely Human Resources who do not yet understand archives and the existing facilities for creating electronically based archives are not yet optimal.

The research findings are in line with Rabiatul Adawiyah, (2019) who found that archive management at the Polewali Mandar Regional Library and Archives Service office could be said to be not





good enough, this can be seen from the creation which has not been implemented optimally, as well as the lack of human resources. Bengkulu University Archives UPT in the process of maintaining and arranging static archives is already electronic-based but this is not yet optimal because it does not yet have an application. This can be seen from the research results through interviews, observation and documentation.

2. From the results of interviews with informants 1, 2, and 3, maintenance and arrangement of static archives at UPT Archives is divided into two processes: First, maintenance and arrangement of electronic-based static archives where archives received from work units are scanned and then entered into the computer and files are created based on the archive type of origin of the archive. Sukoco (2006), scanning is the process of scanning paper or creating image data from the transfer results that can be stored on a computer. Secondly, maintaining and arranging static archives in paper form, the archives are sorted first, then the archives are put into archive boxes and arranged on the shelves of the archive storage room. From the results of observations and documentation at the UPT Archives, Bengkulu University, researchers saw that the space for preparing paper archives was good and had good air circulation.

The maintenance and arrangement of static archives carried out at the UPT Archives of Bengkulu University is in line with the opinion (Sulistyo and Basuki: 2003:342) that archive maintenance efforts consist of protecting, overcoming, preventing and taking steps, actions aimed at saving archives and their information. and ensure the continuity of archives.

In the process of maintaining research results, maintaining both electronic-based

static archives and paper-based static archives, there is no specific maintenance schedule, only electronic-based static archives only add anti-virus, if paper-based archives only need to be cleaned with a dust cleaner. .

Based on information from informants, observations and documentation, Bengkulu University Archives UPT in maintaining and arranging electronic-based static archives has several obstacles, namely: Bengkulu University Archives UPT does not yet have an archival application due to budget limitations, many paper archives are received while archivist human resources and facilities are still lacking. support for electronic-based maintenance and arrangement is still lacking. This results in the performance of maintaining and structuring electronic- based static archives not being optimal.

3. Description and Publishing of Electronic Based Static Archives

Bengkulu University Archives UPT has implemented electronic-based description and publication of static archives, but it is not yet optimal. This is because there are still many human resources who have not received training in archives. So that description and publication are done simply.

The archive description contains a list of all archive data relating to the type of letter. In making the description, two guiding principles are used, namely: First, the principle of origin, according to this principle archives are managed based on the origin of the institution/agency/unit that created the archive which has the highest authority. Second, the principle of original rules, according to this principle archives must be arranged in accordance with the rules used during their dynamic period. The description must be the same as when the archives were at the creator's institution/agency/work unit.

4. Electronic Based Static Archives Reference



## Service

Static archive services are the provision of static archives to users of static archives for government, development, research and scientific purposes. The electronic-based static archive service at the University Archives UPT is quite good. From the results of interviews, observations and documentation carried out by researchers, so far there have been no work units within Bengkulu University that have borrowed static archives.

The process for borrowing archives at the UPT Archives is that the work unit/institution/individual wishing to borrow an archive first makes a loan report, then the UPT Archives officer at Bengkulu University looks for the archive on the computer and opens the file to find the required archive. The archive borrowing process is carried out in accordance with the procedures established by the Bengkulu University Archives UPT.

Saransi (2014: 103-1070), Finding Aids is a tool for retrieving needed information. Providing Finding Aids is necessary for the service

## CONCLUSION

Management of static archives at the UPT Archives at Bengkulu University is electronic-based but not yet optimal. This can be seen from the research results based on research aspects. The conclusions based on the research aspects are as follows:

Acquisition/withdrawal of static archives at the Bengkulu University Archives UPT is not yet electronic based because work units or archive creators send static archives that are not electronic based but are still in paper form, so that the Bengkulu University Archives UPT has difficulty in carrying out these scans resulting in ineffective performance and efficient.

The maintenance and arrangement of static archives at the University Archives UPT is electronic-based but not yet optimal, because

the base used is electronic-based, not application-based. The lack of human resources and infrastructure in the Archives UPT hinders the process of managing static archives from being effective and inefficient.

The description and publication of static archives based at the UPT Archives of Bengkulu University is already electronic-based but not yet due to constraints on Human Resources (HR), facilities and infrastructure and insufficient funding.

The static archive reference service at the Archives Unit of Bengkulu University is electronic-based but is not optimal because it does not have a special application.

## Suggestion

From the conclusions that have been described, researchers provide the following suggestions:

1. Bengkulu University Archives UPT needs to submit or propose to the UNIB leadership to create a digital archives application.
2. Bengkulu University Archives UPT needs to propose that archive creator work units submit static archives that have been scanned.
3. Bengkulu University Archives UPT needs to propose training for archivists.
4. Bengkulu University Archives UPT needs to propose or propose to the UNIB leadership to provide facilities and facilities that support archives.

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